



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Ed-ID for Staff: Staff Merge via Upload

Here are the instructions for how to merge Ed-ID for staff via upload of a csv template.

Please read these [general guidelines for templates](#) before proceeding. Failure to follow these guidelines will result in potential errors and/or data validation issues.

[Link to Template](#)

[Staff Merge Request Template](#)

Click the “” icon to download the file. If you don’t see the icon, click the three dots to the right , then select “Download”.

IMPORTANT! Please conduct a search for the staff before you add them to this template. This template should ONLY be used to request merges for duplicate SPNs.

Completing the Staff Merge Request Template:

* Required field

1. Enter the **TargetSchoolPersonnelNumber***. This is the SPN that you believe should be kept.
2. Enter the **SourceSchoolPersonnelNumber***. This is the duplicate SPN that you are requesting to be removed/merged.
3. Enter **SubmissionNotes**. This is an optional field and may include notes for Indiana Department of Education (IDOE) staff to review. Do not include any special characters such as commas, etc. in this field.

Remember: Templates must be saved as a CSV file (with cells formatted as text) and zipped before uploading in order to process correctly.